



**MONTEREY PARK FIRE DEPARTMENT
FIRE PREVENTION DIVISION
320 W NEWMARK AVENUE - MONTEREY PARK, CA 91754
OFFICE# (626) 307-1308 FAX# (626) 307-2590**

INSPECTION REQUEST

Please fax your inspection requests to the Fire Department at **(626) 307-2590** before 3:00 PM three business days prior to inspection. The inspector will call you back the next day after 7:00 AM with the scheduled day of the inspection and your inspection time.

Today's Date ____/____/____ Time _____

INSPECTION TYPE

Fire Protection Systems

- ☐ Underground Hydro
- ☐ Underground Flush
- ☐ Commercial OH Sprinkler Rough
- ☐ Commercial OH Sprinkler Final
- ☐ Residential Sprinkler OH Rough & Hydro
- ☐ Residential Final
- ☐ T.I. Rough
- ☐ T.I. Final
- ☐ T.I. Rough & Final
- ☐ Ansul (Hood) System
- ☐ Fire Alarm Rough
- ☐ Fire Alarm Final
- ☐ Spray Booth

Construction

- ☐ Commercial Final
- ☐ Commercial T.I. Final
- ☐ Tract Final
- ☐ Residential Final

Miscellaneous

- ☐ Sprinkler Weld Inspection
- ☐ Permit
- ☐ Proof of Correction
- ☐ Fire Rough
- ☐ Fire Final Inspection
- ☐ Fire Department Clearance
- ☐ Pre-pour Inspection
- ☐ Thrust Block Inspection
- ☐ Other _____

JOB INFORMATION

Fire Plan Check # _____

Building Permit # _____

Job Name: _____

Address _____ **Suite#** _____ **Cross Street** _____
(Address Number & Street Name)

Inspection Requested for:

Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____ Time(AM/PM) _____

General Contractor: _____ **Office Phone#** _____ **Cell#** _____

Contact Person: _____ **Cell#** _____

Sprinkler Fitter Name _____ **and Certification# (if applicable)** _____

OFFICE USE ONLY

Date Received: ____ **Time Received:** ____ **Received by:** ____ **Inspector Assigned:** ____

Additional Information _____

NO SHOW/CANCELLATION POLICY:

A 24-HOUR NOTICE IS REQUIRED TO CANCEL OR CHANGE AN INSPECTION APPOINTMENT. FAILURE TO PROVIDE ADEQUATE NOTICE OF CANCELLATION WILL RESULT IN A NOW SHOW/LATE CANCELLATION FEE OF \$84.66. AN APPOINTMENT WILL NOT BE RESCHEDULED UNTIL THE FEE IS PAID.